

Microsoft®

SharePoint® Workspace 2010

The Offline Client for SharePoint 2010

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sqtm PSC GmbH

skill **q**uality **t**raining **m**anagement

Mediation of **P**re**S**ales **C**onsultants

IT Consulting

Training (individual)

Excellent Microsoft product know-How
since 10 years Microsoft vendor

Agenda

Historie

SharePoint Workspace 2010 – P2P

SharePoint Workspace 2010 – Offline Client

Deployment

Szenarios

Tips and Tricks

Groove Server 2010

Agenda

Historie

SharePoint Workspace 2010 – P2P

SharePoint Workspace 2010 – Offline Client

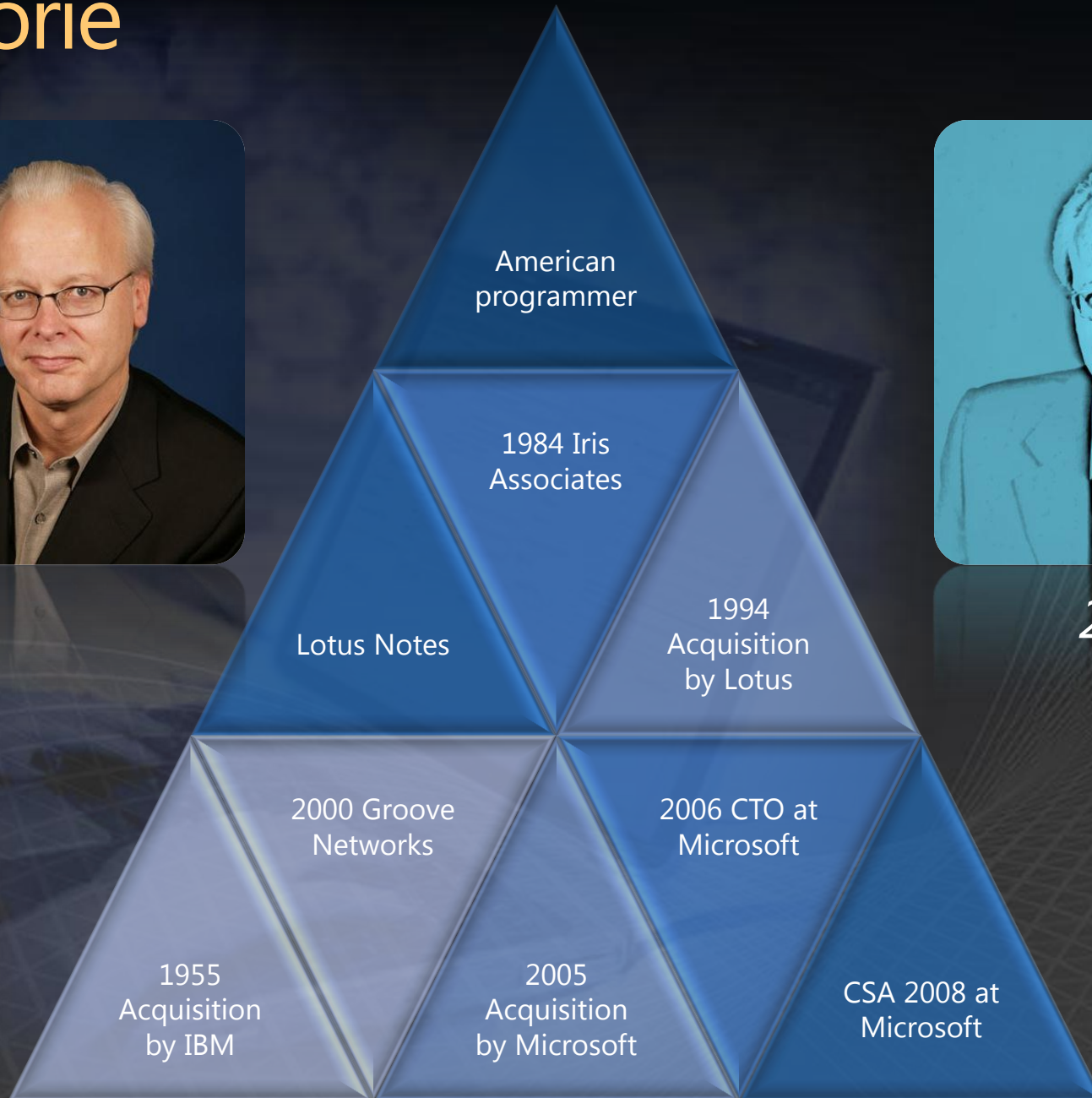
Deployment

Szenarios

Tips and Tricks

Groove Server 2010

Historie



Historie



Groove 3.0



Groove 2007



SharePoint Workspace 2010

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Different types of workspaces



- **Workspace 2007**
 - Always encrypted also on hard disc
 - Always on the primary partition
 - No search for documents



- **Workspace 2010**
 - **Not** encrypted
 - Always on the primary partition
 - Search for documents possible



- **Shared folder**
 - **Not** encrypted
 - Search for documents possible
 - only documents

Within you own network



- peer 2 peer network without a relay server

Behind the Firewall



- Via relay server from Microsoft
- TCP 2492 /80 – TCP 443

Procedure



1. *Select workspace*
2. *Send invitation (21 days)*
3. *Assign role*
4. *Accept confirmation
(same computer)*
5. *Bring documents into the workspace*
6. *Initial synchronization (automatic)*



Roles:

Manager:

May invite other users

Read and write

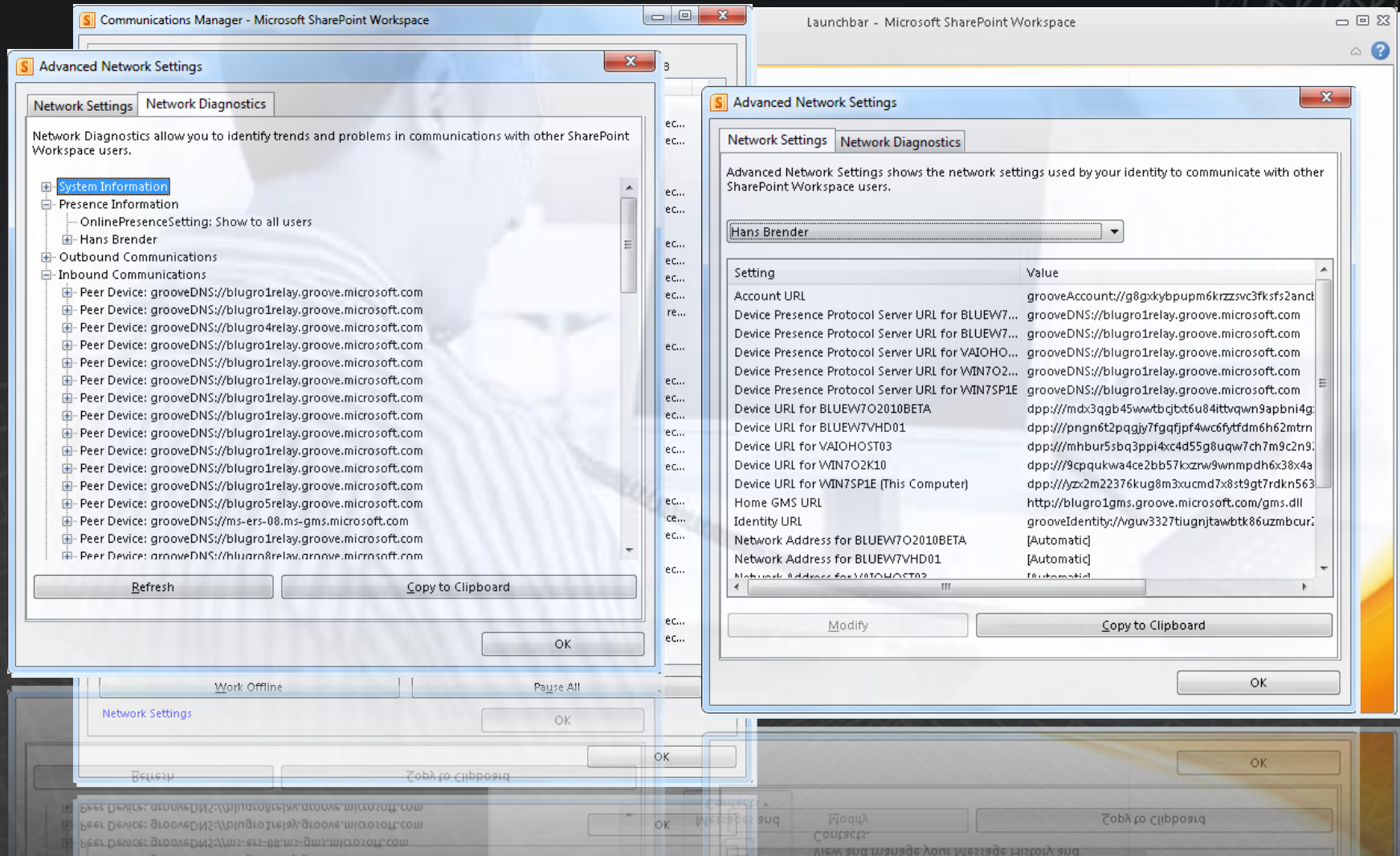
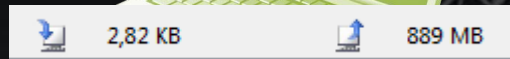
Participant:

Read and write

Guest:

Read only

*Control via Communications-Manager
Only limited control*



Tools



Workspace 2007

Files
Discussion
Meetings
Calendar
Issue Tracking
SharePoint Files
Notepad
Pictures
Sketchpad
Chess

Groove 2007 *or*
SharePoint Workspace 2010

encrypted, no Search available

*workspace*2010

Files
~~*Discussion*~~
Meetings
Calendar
~~*Issue Tracking*~~
~~*SharePoint Files*~~
Notepad
Pictures
Sketchpad
Chess

only
SharePoint Workspace 2010

Not encrypted, Search
available via Search Federation

Tools

workspaces

Files

Discussion

Meetings

Calendar

Issue Tracking

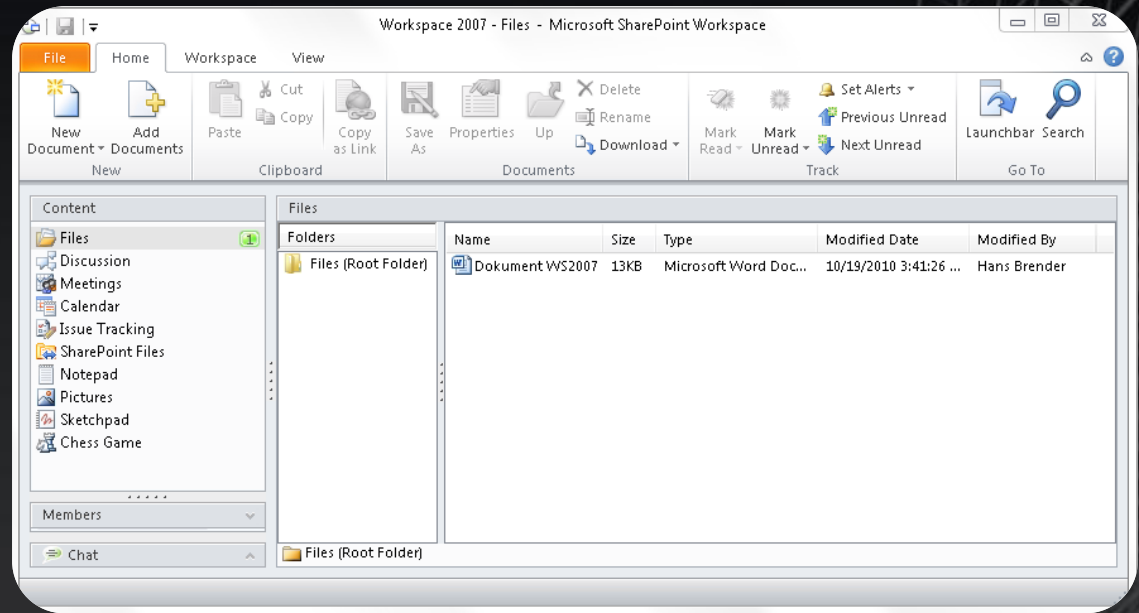
SharePoint Files

Notepad

Pictures

Sketchpad

Chess



Tools

workspaces

Files

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Issue Tracking

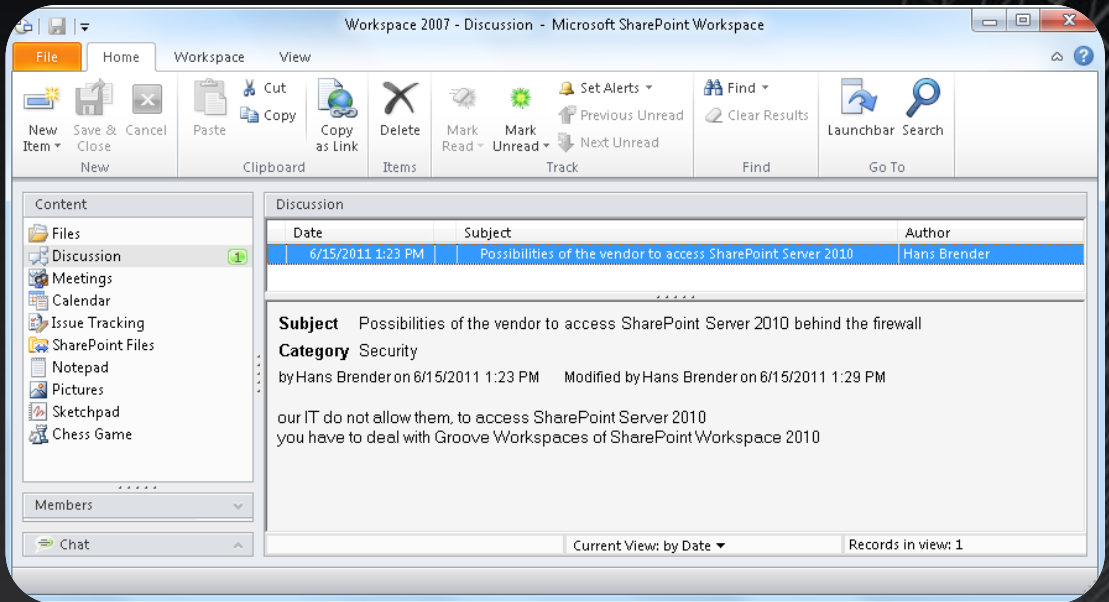
SharePoint Files

Notepad

Pictures

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Tools

workspaces

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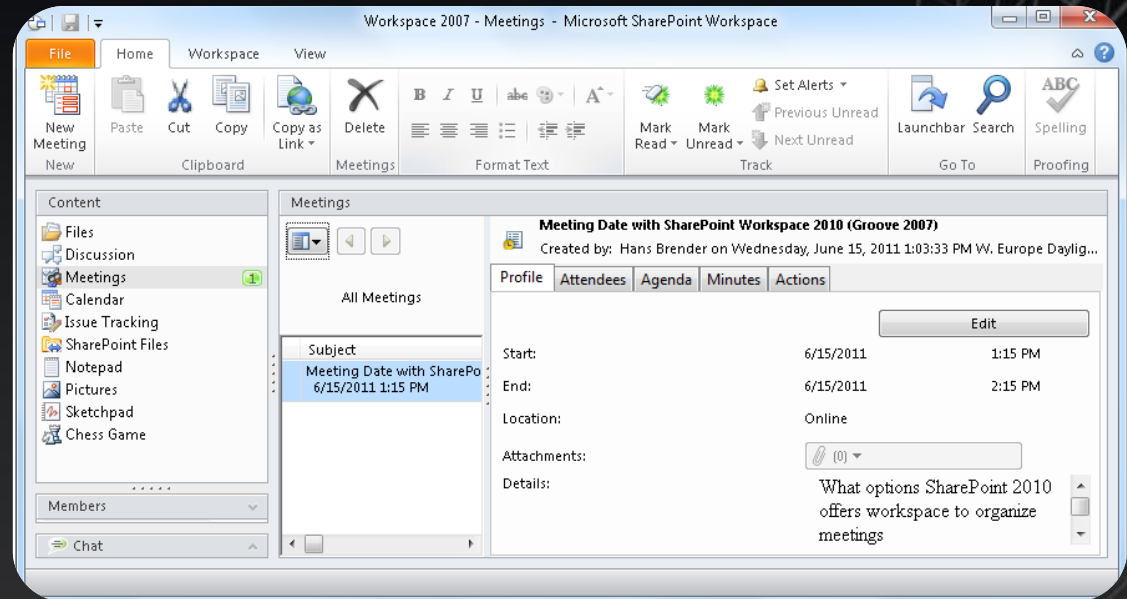
SharePoint Files

Notepad

Pictures

Sketchpad

Chess



Only in workspace 2007



Tools

workspaces

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Issue Tracking

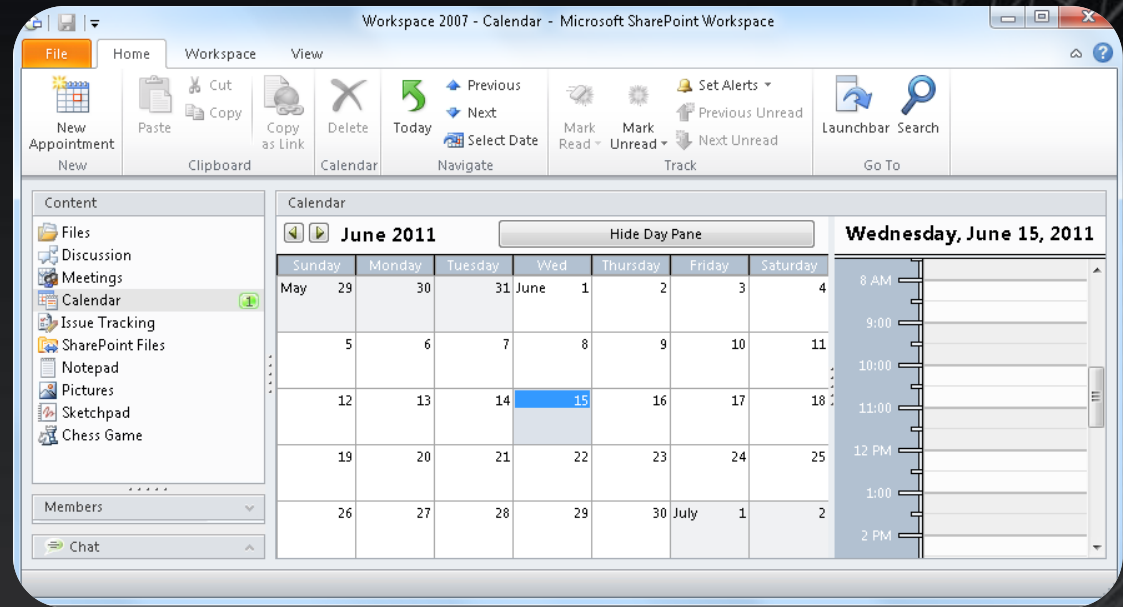
SharePoint Files

Notepad

Pictures

Sketchpad

Chess



Tools

workspaces

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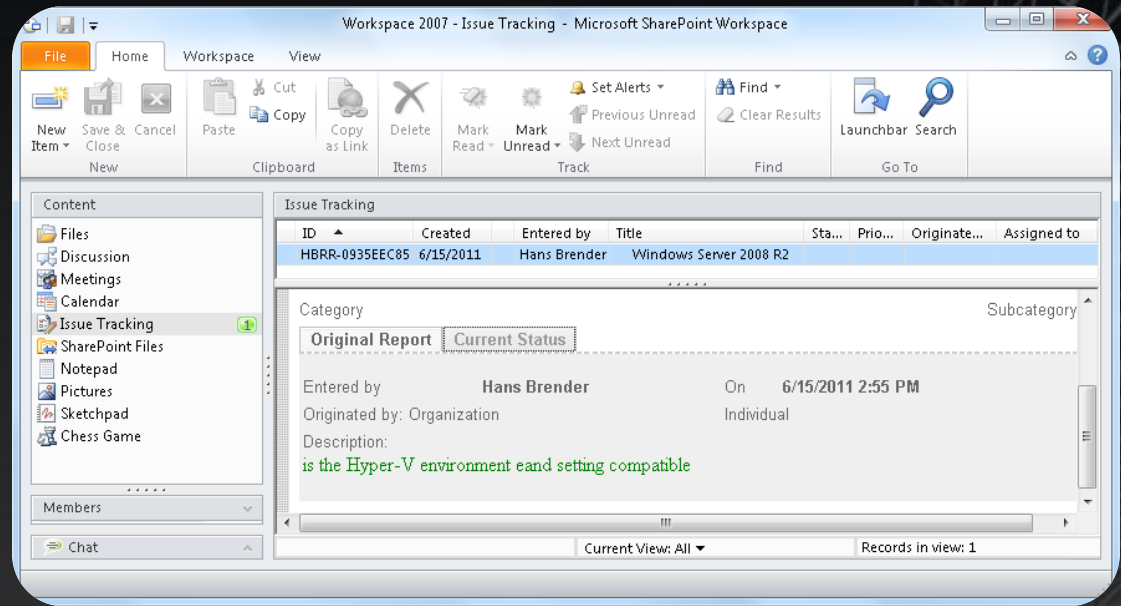
SharePoint Files

Notepad

Pictures

Sketchpad

Chess



Only in workspace 2007



Tools

Arbeitsbereiche

Files

Discussion

Meetings

Calendar

Issue Tracking

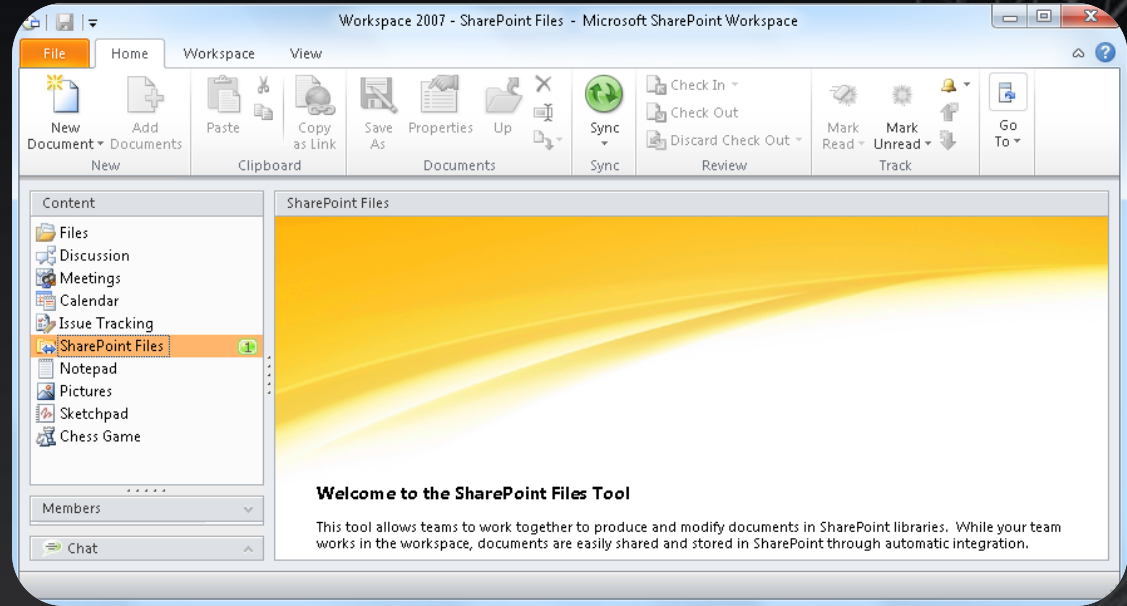
SharePoint Files

Notepad

Pictures

Sketchpad

Chess



Only in workspace 2007



Tools

workspaces

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Issue Tracking

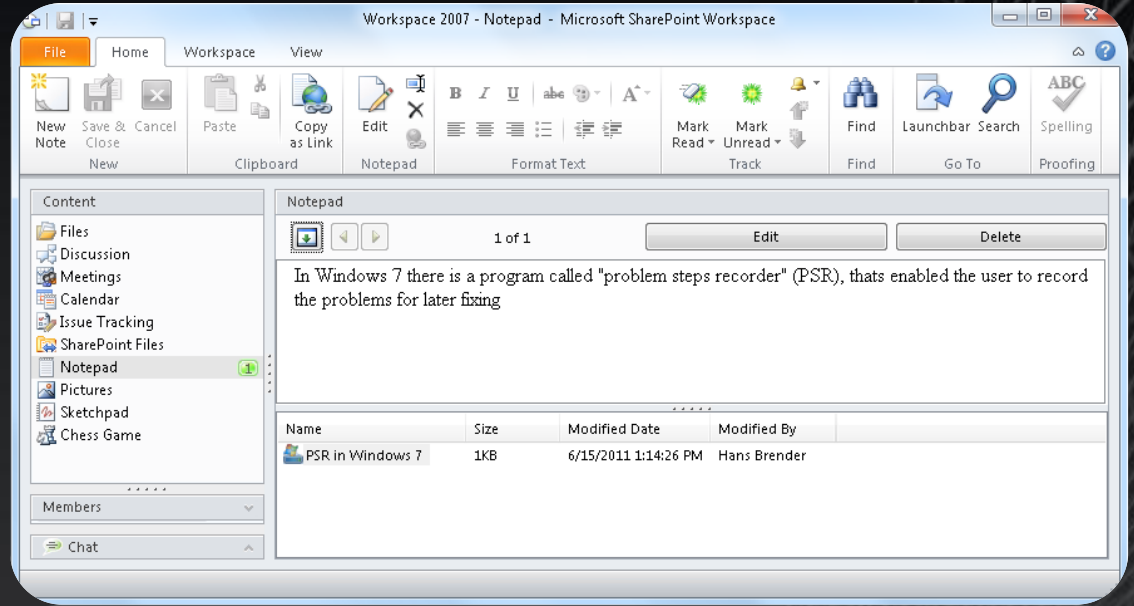
SharePoint Files

Notepad

Pictures

Sketchpad

Chess



Tools

Arbeitsbereiche

Files

Discussion

Meetings

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Issue Tracking

SharePoint Files

Notepad

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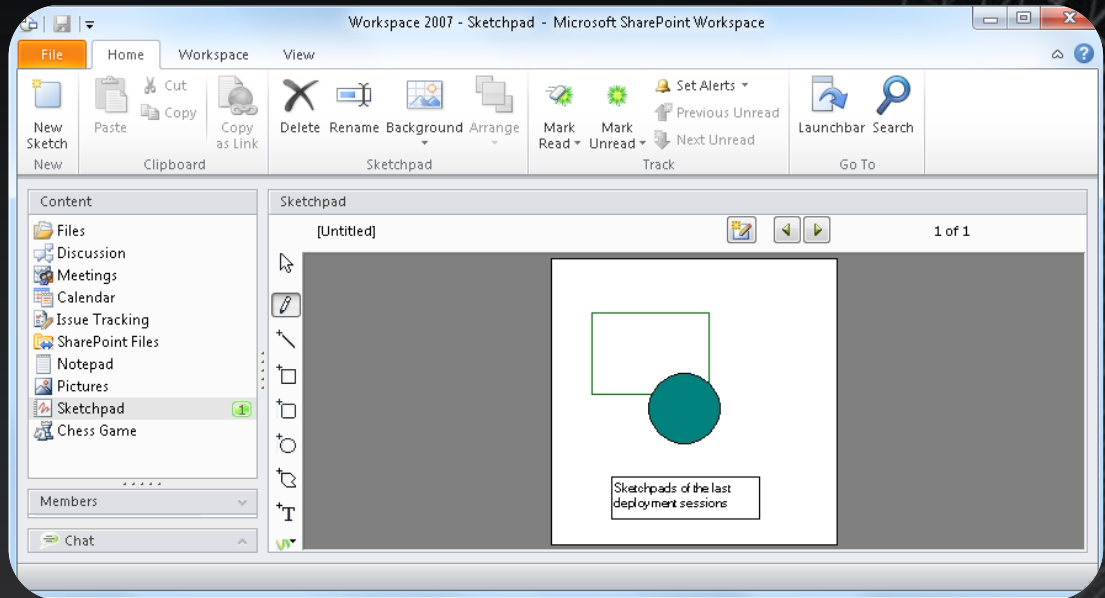
SharePoint Files

Notepad

Pictures

Sketchpad

Chess



Tools

workspaces

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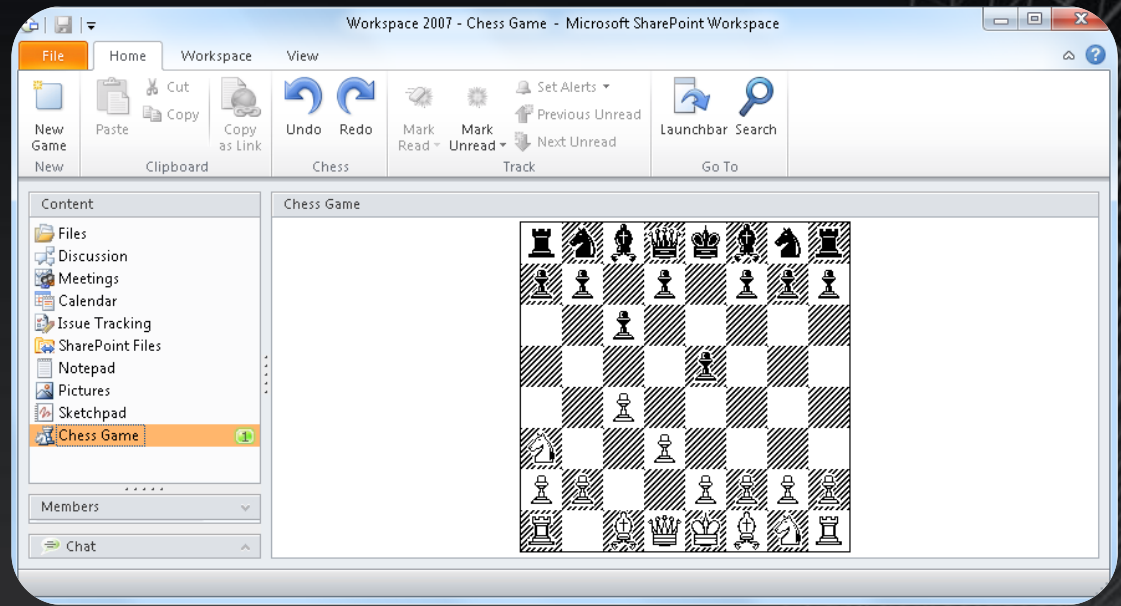
SharePoint Files

Notepad

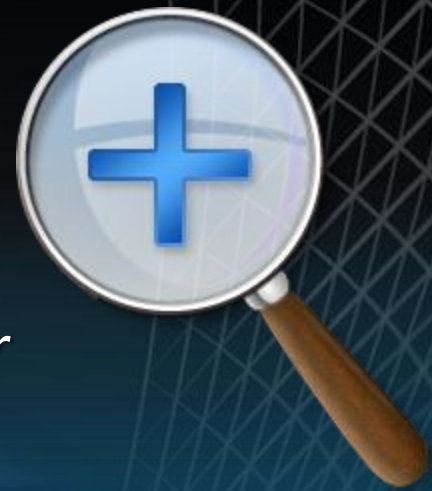
Pictures

Sketchpad

Chess



Searching in workspaces



Workspace 2007:

NO

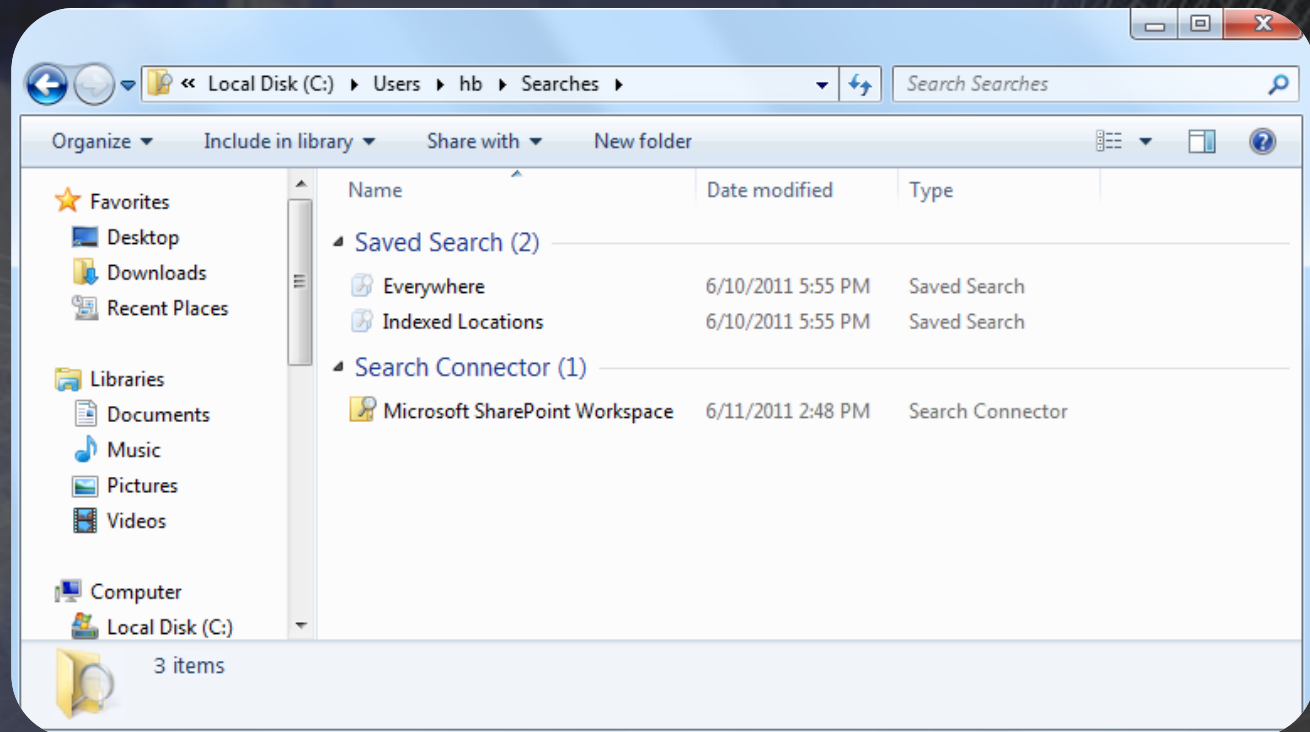
Workspace 2010:

YES, Search Connector

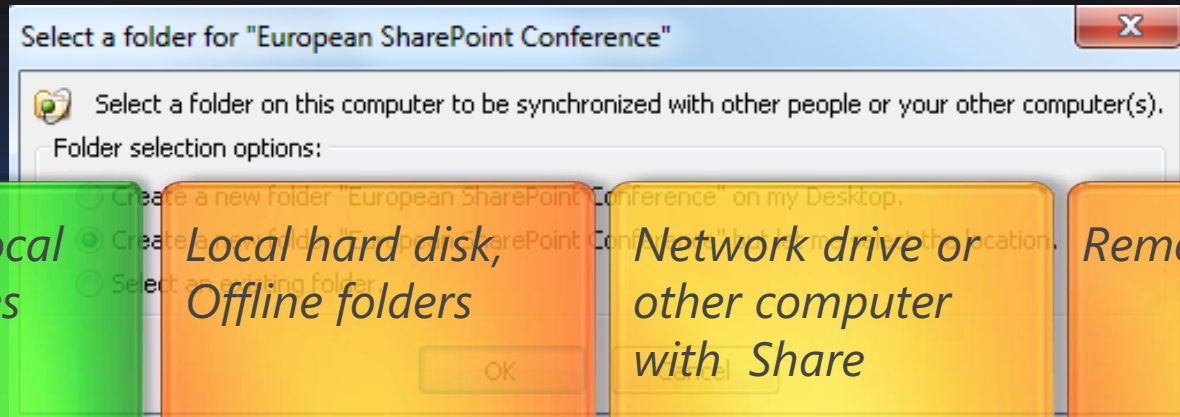
Shared folder: YES

SharePoint Workspace:

YES



Location of shared folders



Location	All local drives	Local hard disk, Offline folders	Network drive or other computer with Share	Removable disk
Storage possible	YES	NO (but the folder is created)	NO	NO
Error Message	NO	This folder cannot be synced, because he is on a remote drive	This folder cannot be synced, because he is on a remote drive	This folder cannot be synced, because he is on a removable disk

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Historie

SharePoint Workspace 2010 – P2P

SharePoint Workspace 2010 – Offline Client

Deployment

Szenarios

Tips and Tricks

Groove Server 2010

...the optimal offline client

Only SharePoint Server 2010

SharePoint Server 2010 Standard
SharePoint Server 2010 Enterprise
*SharePoint Server 2010 Foundation**
SharePoint Online (Office 365)



Synchronization

Announcements
Pictures
Customized Reports
Form Templates
Shared Documents

Ressources

Links

~~*Calendar*~~

Team Discussion

~~*WhereAboutUs*~~

~~*Sitepages*~~

...der optimale Offline Client

Nur SharePoint Server 2010

Synchronization

SharePoint Server 2010

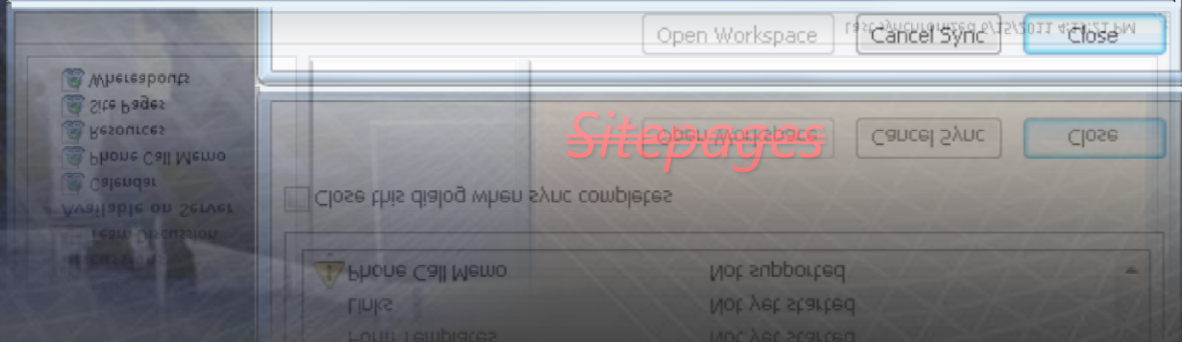
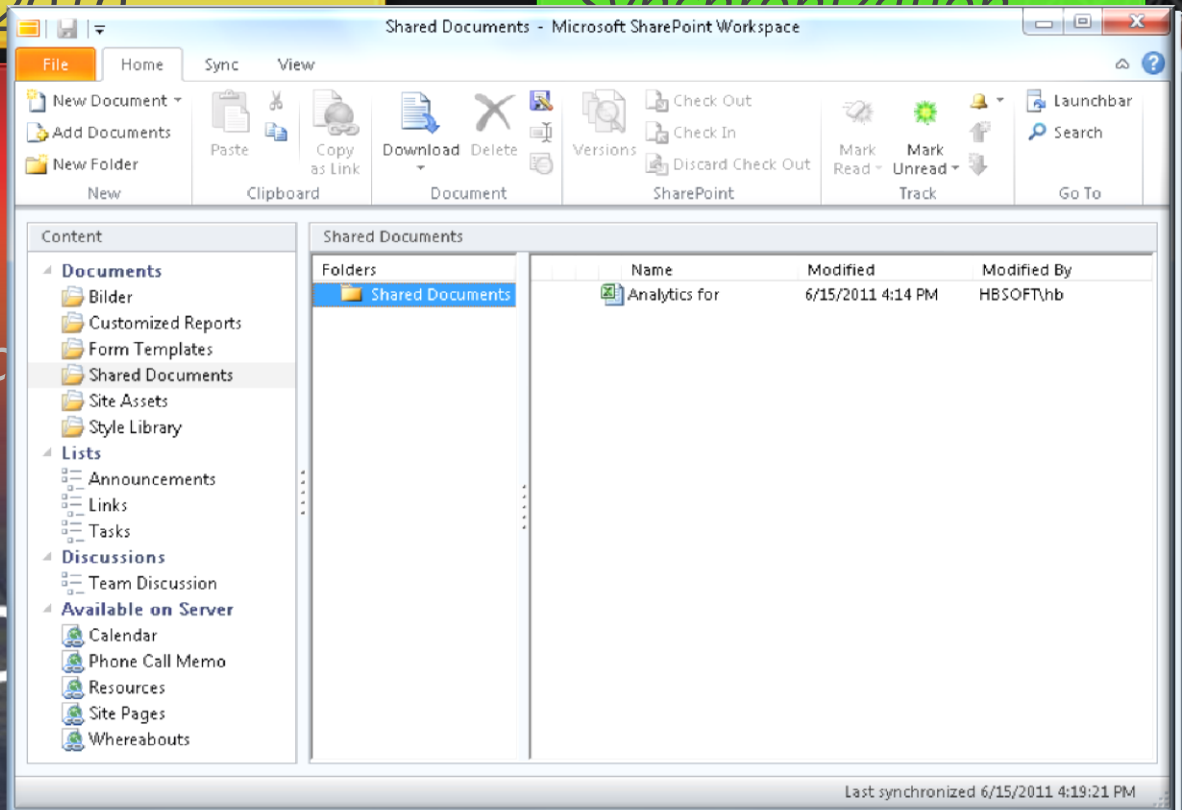
SharePoint Server 2010

SharePoint Server 2010

SharePoint Online (Office 365)



Microsoft®
SharePoint



Online – Offline: View

SharePoint Server 2010

SharePoint Workspace 2010

The image displays two overlapping windows from the SharePoint 2010 ecosystem. The background window is the 'Shared Documents - All Documents' page in a Windows Internet Explorer browser. The foreground window is the 'Shared Documents - Microsoft SharePoint Workspace' application.

Shared Documents - All Documents (Internet Explorer):

- Address bar: <http://hbsp05/sqtm/Demo/Shared%20Documents/Forms/AllItems.aspx>
- Left sidebar: Navigation pane with sections like Pictures, Libraries, Lists, Discussions, and Recycle Bin.
- Main content area: Table of documents with columns 'Name' and 'Type'. Documents include 'Abwesenheitsmeldung', 'Analytics for Twitter', 'Blog SharePoint Workspace 2010', and various 'Contoso Umsätze' files.

Shared Documents - Microsoft SharePoint Workspace:

- Top ribbon: 'File' tab with options like 'New Document', 'Add Documents', 'New Folder', 'Paste', 'Copy as Link', 'Download', 'Delete', 'Versions', 'Check Out', 'Check In', 'Discard Check Out', 'Mark Read', 'Mark Unread', 'Launchbar', and 'Search'.
- Left sidebar: 'Content' pane showing a tree view of the site structure, including 'Documents', 'Lists', 'Discussions', and 'Available on Server'.
- Main content area: 'Shared Documents' table with columns 'Name', 'Modified', and 'Modified By'. It lists the same documents as the browser window, all modified on 6/15/2011 at 4:28 PM by HBSOFT\hb.
- Status bar: 'Last synchronized 6/15/2011 4:32:34 PM'.

SharePoint Workspace - Synchronization

Office Upload Center

- *automatically*
- *Open workspace – every **10** minutes*
- *Closed workspace– every **20** minutes*



Optimization before Service Pack 1

best Performance :

*<500 Documents in **one** workspace*

Ssynchronization:

*<1800 Documents in **all** workspaces*

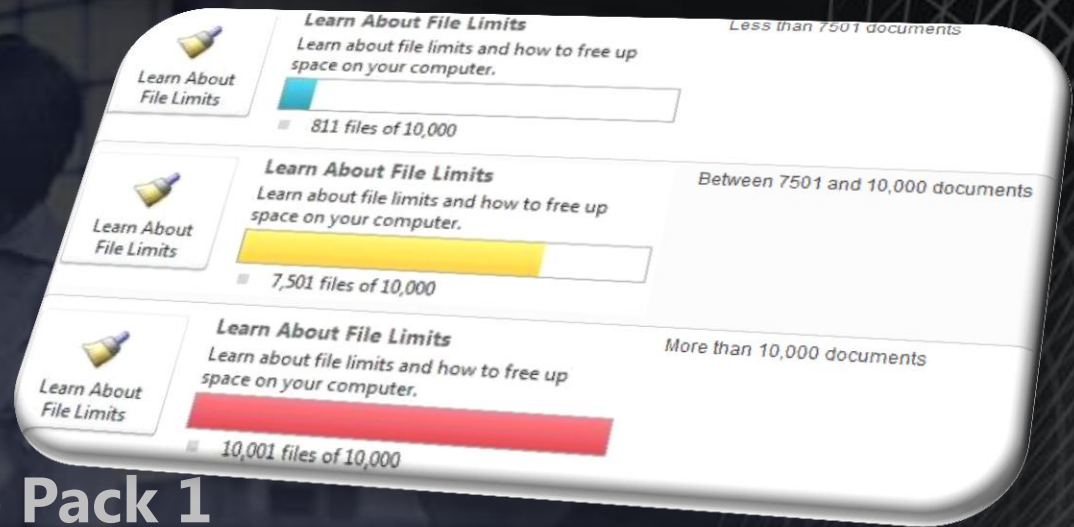
Flagged:

*>1800 Documents in **all** synch. workspaces.*

No Synchronization.

Only when you try to open a document, the document will be synchronized.

SharePoint Workspace - synchronization



Optimization with Service Pack 1

>7500

*If you have more than 7500 documents, you will receive a **warning message** in the backstage area.*

>10000

*If you have more than 10000 documents, you will receive a **warning message** in the backstage area.*

IRM

Information Rights Management



- *Protection of the document*
 - *Read only*
 - *Copy*
 - *Print*
 - *Date*

Word
Excel
PowerPoint

*IRM Bibliothek on
SharePoint Server*

IRM settings

*IRM is set for individual documents
stored in SharePoint Server 2010*

*IRM is set for a SharePoint library on
the SharePoint Server 2010*

Results in SharePoint Workspace

*The Documents are synchronized and subject
to the rights in the document access is
granted*

*Documents are **not** synchronized. If you set
the IRM Level after first synchronization,
you may have access to these documents in
SharePoint Workspace 2010, but the
documents **will not synchronize** with
SharePoint Server 2010*

SharePoint Mobile

Devices:

Windows Phone 6.5
Windows Phone 7



Part of:

Microsoft Office Mobile

Connection only with
SharePoint Server 2010
SharePoint Foundation 2010
SharePoint Online (Office 365)



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Groove Server 2010

Plan for SharePoint Workspace 2010

Topology options
for SharePoint
Workspace 2010

Network settings
for SharePoint
Workspace 2010

Scalability and
performance
considerations

Security
considerations

SharePoint
Workspace user
authentication

Alternate access
mapping

SharePoint list and
library actions and
settings

Search options

SharePoint
Workspace backup
and recovery

Plan of SharePoint Workspace 2010

*SharePoint Workspace
as a SharePoint-Client*

*Access documents and lists from
SharePoint Server team members,
Online and Offline*



Plan of SharePoint Workspace 2010

*SharePoint Workspace
as a client for peer
collaboration*

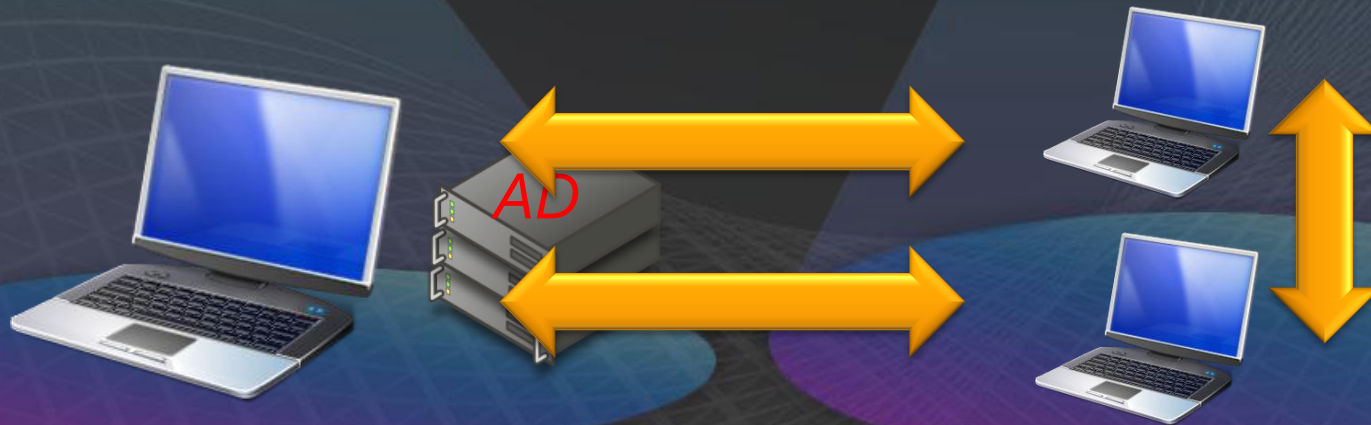
*Team members, which work online and
Offline. Expansion of the team beyond
the private network*



Plan of SharePoint Workspace 2010

SharePoint Workspace and Groove Server for a managed System for collaboration.

Centralized management of peer collaboration. Team members, which work Online and Offline. Integration into active directory



Configuration and Customization

Review customization options for
SharePoint Workspace 2010

*Office Customization Tool
(OCT)*

*Group Policy Preferences
(GPP)*



Control use of Groove workspaces



Enable IPv6



Prefer IPv4



Remove legacy files and registry
settings



Prevent Windows Search crawling for
SharePoint Workspace



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Szenarios:

*Client outside the
internal network*

*Access to
the internal
network*

Yes

Client CAL

NO

Microsoft®
SharePoint Workspace 2010



- Tax consultant - client
- Associations, advertising agencies
- Small organizations
- Companies with field service
- all companies without any server

Szenarios:



- Field service
- Sales
- Customer Care
- All mobile users

With SharePoint Server 2010

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Tips and Tricks

Groove Server 2010

Tips & Tricks: Backup

Often neglected: Backup
In general:



*Are there any other members in the various work areas and shared folders, it is sufficient, to **secure** the **account information** in order to regain access to all your data, however, **this process may take some time**, you can not immediately access the data.*

SharePoint Workspace 2010

Beschreibung

Groove workspace 2007

Use the archive function

Groove workspace 2010

Use the archive function

Shared folder

Use windows backup tools

SharePoint workspace

Backup on SharePoint Server

Tipps & Tricks: Lync-Integration



Integration of Communicator Client Lync Client



Microsoft
Office Communicator 2007

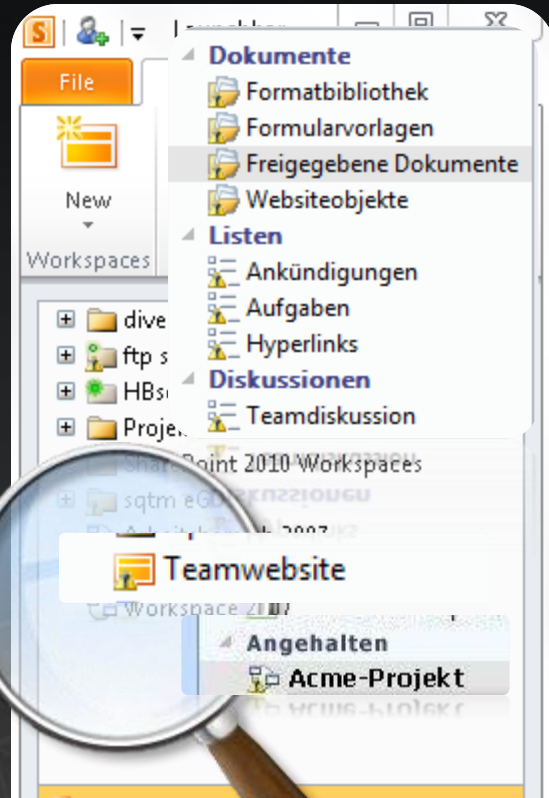
The screenshot shows the Microsoft Office Communicator 2007 interface. The top menu bar includes 'Datei', 'Start', and 'Ansicht'. Below the menu is a toolbar with icons for 'Neu', 'Suchen', 'Löschen', 'Kontakt hinzufügen', and 'Als gelesen markieren'. The main area is divided into two panes. The left pane shows a list of contacts, including Oliver Bittis, Oliver Kelm, Oliver Sommer, Peter Fischer (BO), Peter Moy/Micro, Petra Gerhardt/M, Philipp Holzhaus, Ralf Wigand, Ralf Wigand 091, René Kath, Renke Holert, Rob Roy/Micros, and Roman Gruhn. The right pane shows a detailed view of the selected contact, Peter Moy. The contact's status is 'Verfügbar - Außerhalb der Arbeitszeit fü...'. The contact's information includes: Abteilung: DE-EPG STU BPIO 2, Büro: COLOGNE/CO3.01, Arbeit: +4922180101328, Mobil: +491605892328, Privat: , E-Mail: peter.moy@microsoft.com, Kalender: Außerhalb der Arbeitszeit für die nächs..., and Ort: Vacation (20:34). The bottom of the interface shows tabs for 'Kontakt' and 'Arbeitsbereiche'.

Abteilung	DE-EPG STU BPIO 2
Büro	COLOGNE/CO3.01
Arbeit	+4922180101328
Mobil	+491605892328
Privat	
E-Mail	peter.moy@microsoft.com
Kalender	Außerhalb der Arbeitszeit für die nächs...
Ort	Vacation (20:34)

This is a second, slightly faded screenshot of the Microsoft Office Communicator 2007 interface, showing the same contact list and detailed view of Peter Moy. The contact's status is 'Verfügbar - Außerhalb der Arbeitszeit fü...'. The contact's information includes: Abteilung: DE-EPG STU BPIO 2, Büro: COLOGNE/CO3.01, Arbeit: +4922180101328, Mobil: +491605892328, Privat: , E-Mail: peter.moy@microsoft.com, Kalender: Außerhalb der Arbeitszeit für die nächs..., and Ort: Vacation (20:34). The bottom of the interface shows tabs for 'Kontakt' and 'Arbeitsbereiche'.

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Büro	COLOGNE/CO3.01
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Privat	
E-Mail	peter.moy@microsoft.com
Kalender	Außerhalb der Arbeitszeit für die nächs...
Ort	Vacation (20:34)

Tips & Tricks: Synchronization Errors



Name	Status
Websiteobjekte	Anmeldeinformationen erforderlich
Teamdiskussion	Anmeldeinformationen erforderlich
Hyperlinks	Anmeldeinformationen erforderlich
Freigegebene Dokumente	Anmeldeinformationen erforderlich
Formularvorlagen	Anmeldeinformationen erforderlich
Formatbibliothek	Anmeldeinformationen erforderlich
Aufgaben	Anmeldeinformationen erforderlich
Ankündigungen	Anmeldeinformationen erforderlich

workspace 2007

Peer to Peer

workspace 2010

Peer to Peer

shared folder

Peer to Peer

SharePoint workspace

SharePoint

the log file enlarged to big, if

- *members > 3 weeks not online*
- *workspaces > 100 MB*
- *If you are not Online (SharePoint)*

*Unloading, re-invite
or new invite (SharePoint)*



Tipps & Tricks: Encryption



workspace type	encryption Disk – File Data ¹	encryption Disk – non-File Data	encryption over the network
SharePoint	NO ²	NO ²	NO ³
Groove workspace 2010	NO ²	YES	YES
Groove workspace 2007	YES	YES	YES
Shared Folder	NO	YES (for example Chat)	YES



- ¹ This includes all documents and file tolls, as well as attachments in other tools.
- ² Data on the hard disk may be encrypted using Windows Bitlocker.
- ³ Data flow between SharePoint Server and SharePoint Workspace may be encrypted using SSL Encryption.

Tipps & Tricks: GrooveClean.exe

Synchronization-problems:

*First, you have to end **completly** SharePoint Workspace 2010*

Enter into the command line:

Clean

C:\Program Files\Microsoft Office\Office14\Groove.exe /clean
Deletes temporary data

Clean /ALL

C:\Program Files\Microsoft Office\Office14\Groove.exe /clean /all
Deletes temporary data and all Groove / SharePoint data:

Your account, news, workspaces, contacts, and so on.

*Some parts, such as messages **cannot** be restored, even if you have replicated /synchronized them with another computer (with the same account)*

You should not use this option for diagnostic purpose.

This is really the last option

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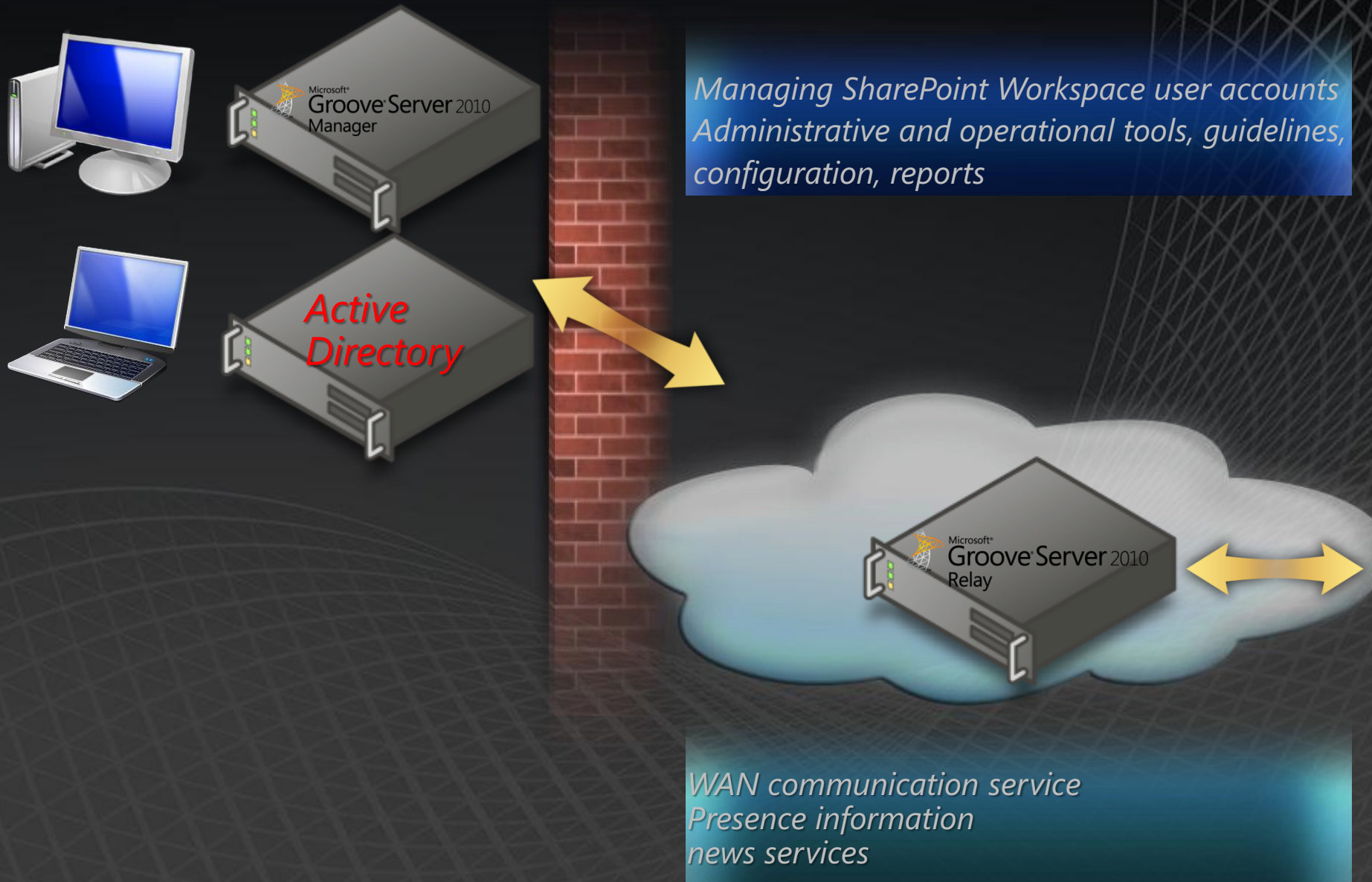
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Groove Server 2010

Groove Server



Link-List 1

E-Mail invitation

Approve

*Communications-Manager
workspaces 2007/2010*

Account – Single Sign On

Location of shared folders

Deleting workspaces

Search

Offline Client

Synchronization

Optimizing workspace Storage

Information Rights Management

SharePoint Mobile

Planning and Deploying

Group policies

Configuration

<http://bit.ly/i0sHu5>

<http://bit.ly/iVhC3z>

<http://bit.ly/jhgnTl>

<http://bit.ly/kyjIY6>

<http://bit.ly/jQZm4t>

<http://bit.ly/kwgVW0>

<http://bit.ly/hOV7Y6>

<http://bit.ly/ll2b3j>

<http://bit.ly/jKfOzX>

<http://bit.ly/kFNI9o>

<http://bit.ly/jkEWW6>

<http://bit.ly/l9SLf6>

<http://bit.ly/l36Oed>

<http://bit.ly/iTutqq>

<http://bit.ly/k1PCAF>

<http://bit.ly/kvRreC>

Link-List 2

Backup

SharePoint Workspace versus Groove
Office 365 and SharePoint Workspace
Firewall Warning

Lync Integration

Licensing

Groove Server 2010

Synchronization-Errors
no Synchronization

Offline-folders versus SharePoint WS

Be careful with Offline-Files

How to set an Account on 2nd PC

Encryption

Deleting files

Groove Server 2010

<http://bit.ly/IHTPtB>

<http://bit.ly/kIFMpQ>

<http://bit.ly/joGX0F>

<http://bit.ly/lhahKL>

<http://bit.ly/etQa4Y>

<http://bit.ly/jmIAOU>

<http://bit.ly/mwqxms>

<http://bit.ly/jbfTp4>

<http://bit.ly/mir8Ut>

<http://bit.ly/kin640>

<http://bit.ly/iT7ZWD>

<http://bit.ly/kBsgfW>

<http://bit.ly/lwomTJ>

<http://bit.ly/k0jHKj>

<http://bit.ly/jatyhQ>



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A grayscale background image showing two men in business suits shaking hands. The man on the left is looking up and smiling, while the man on the right is looking down at the handshake. The image is overlaid with a faint grid pattern.

Danke

Thank you